

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING NOTES**

**COMMITTEE:** Quality Service Delivery Systems

**RECORDER:** Angela McGuire **DATE:** September 14, 2006

<b>COMMITTEE MEMBERS</b>
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**PRESENT:** Marie Poulsen, Beverley Morgan-Sandoz, Jim Bellotti, Wanda Davis, Susan Graham, Diane Kellegrew, Linda Landry, Kris Pilkington, Letha Sellars, Kate Warren, Julie Woods, Angela McGuire, Virginia Reynolds, Wendy Santos

**ABSENT:** Brigitte Ammons, Fran Chasen, Lois Pastore

**GUESTS:** Cathy Mikitka, Rhonda Spence

**LIAISONS:** Faye Borton (DDS) and Karen Johnson (CDE)

<b>SUMMARY NOTES</b>
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- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
  - A. Committee introduced and welcomed guest, Rhonda Spence, from OSEP, and new DDS liaison, Faye Borton.
- II. AGENDA REVIEW- Agenda was reviewed and approved.
- III. REVIEW AND APPROVAL OF MINUTES
  - A. Minutes from May 2006 were accepted.
- IV. CHAIR'S REPORT
  - A. No Chair report.
- V. PRIORITY/OUTCOME AND ACTION PLAN
  - A. Reviewed action plan and the committee's priority. In order to assist the Department to address the SPP Priority #3, the committee will request descriptive information from State partner agencies about their services addressing social, emotional and behavioral well-being of children birth to three, including:
    - Entitled/support services
    - Personnel qualifications
    - Types of service
    - Mission statement/philosophical concept
    - Outcome data collected

- Reporting requirements
  - Eligibility criteria
  - MOUs in place
  - Number of children served
  - Possible areas of improvement
  - Strategies for identifying eligible children
- B. Next steps
- Staff will clean up the questions and send to chairs/committee for finalization
  - Questions will be sent to agency connections for feedback
- C. Progress on status of last year's priority was discussed; committee requested that DDS liaisons provide a status report at future meetings.

## VI. COMMITTEE ACTIVITIES

- A. Membership- Committee members recommend identifying the following new representatives to the committee:
- A representative from the Department of Mental Health, if one of the committee's charges is to discuss or address issues around the implementation of CAPTA.
  - Representatives from institutions of higher education (IHE) and community colleges (CC) for work on early intervention competencies.
  - Representatives to expand geographical representation, community character, and parent representation.
  - Parents of younger children. Early Head Start could be a source. The mentoring process proposed by the Parent Leadership Ad Hoc group and Public Awareness committee would be beneficial for new family members.
- B. Report from Monitoring Unit
- Faye Borton (DDS) reported on a recent visit to RCOC and on dates for upcoming visits; no findings were reported at this meeting as the report for the last monitoring visit is not yet complete.
  - Faye also reported on changes/additions to staff at DDS.
  - Statistics on Early Start complaints, appeals and mediation
    1. Faye Borton noted that committee would like this information provided on an on-going basis.
- C. Program and Personnel Development
- Sub-Committee status- WestEd will be convening a workgroup to review and update the ESPM.
- D. Other discussion
- CAPTA- State department letter is not yet out.

E. Joint QSDS/ISH committee meeting/activity

- No joint meeting is necessary at this time. Questions about children eligible for Early Start and receiving service through CCS will be reviewed and directed to Hallie Morrow as appropriate.

VII. ACTIONS AND RECOMMENDATIONS

- A. Finalize questions to State partners
- B. Request an interim meeting (before Feb. 2007) to better define the priority measurable outcome
- C. Send electronic copy or link to SPP to committee members

VIII. NEXT MEETING

- A. November 16, 2006**